

## **JOB DESCRIPTION/DUTY STATEMENT**

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Job Title: Infection Prevention Lead Shift: \_\_\_\_\_

### **Position Description:**

#### **Los Angeles County Department of Health Services (DHS) Quarantine and Isolation (QI) Medical Shelters**

In response to the COVID-19 crisis, Los Angeles County has established eight quarantine and isolation medical shelters to house COVID-infected or COVID-exposed individuals who cannot quarantine or isolate in their homes, either because they don't have a home or because they cannot remain at home given risks to others in their households. The Infection Prevention Lead plans, develops, directs, implements and evaluates infection prevention at Quarantine and Isolation sites. The Infection Prevention Lead reports to the Nurse Manager.

### **JOB DUTIES/RESPONSIBILITIES:**

The Infection Prevention & Control Lead's responsibilities include the following:

- Assesses the need for, develop, and implement written policies and procedures for infection prevention and control including standard precautions
- Collaborates with the Medical Director and nursing management to develop, implement, and evaluate the infection prevention goals and action plan
- Establishes an infection prevention and control plan for the residents and staff including surveillance and site design to enforce Personal Protective Equipment (PPE) best practices consistent with accepted standards of practices
- Assesses the need for, develop, and provide education for individual departments, general orientation, and annual review as needed; education includes but is not limited to hand hygiene, donning and doffing of PPE, cleaning and disinfection of worksite areas
- Provides advice in relation to health protection and infection prevention and control advice
- Provides respiratory fit testing to employees as needed
- Maintain current knowledge of federal, state, and local regulations and understand and comply with infection control, safety, and Occupational Safety and Health Administration (OSHA) procedures and regulations
- Conducts monthly environmental site round and work with site and clinical management to implement action plan
- Conducts monthly site visit
- Other duties as assigned by Nurse Manager

Date Received: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

